

Town of Lunenburg

Personnel Committee:
Cheryl Valera, Chairman
Scott Chase, Vice-Chairman
Lin Vickery, Secretary
Deb Christen, Member
Nancy Forest, Member



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Minutes September 22, 2015

Meeting Posted: Yes
Location: Lunenburg Library, Massachusetts Ave., Lunenburg, MA
Present: Cheryl Valera, Lin Vickery, Nancy Forest and Deb Christen
Absent: Scott Chase

1. Cheryl Valera, Committee Chair, called meeting to order at 6:43 p.m. Reviewed minutes of August 3rd meeting. Deb made motion to accept minutes and Nancy 2nd, all were in favor. Lin will send to Town Clerk for publication.
2. Old Business
3. No public comment
4. Agenda Items:
 - a. Before we finalized the step/grade chart Nancy informed us that Kerry told her that there is no money in the FY16 budget for 2% COLA. Recommend reinstate annual step increases for FY16. Employees would not go to the 7/1 date proposed but remain on anniversary date. The cost of this would be \$450 for the entire year. We need to submit our COLA increases for FY17 for the May 2016 Town meeting, submit to BOS and Finance Committee prior and have justification when we submit.
 - b. Finalized, reviewed and approved corrections to SAP. Need to submit for warrant before October 3rd at 3 p.m. The BOS will review. Action Items:
 - i. Cheryl will do the following: correct text add missing jobs, put old salary grid back, contact Jamie regarding warrant
 - ii. Lin will compare the 2 SAP documents and send to Cheryl
 - iii. We need 5 voting members on the Personnel Committee. Speak with Jamie Toale.
 - c. Personnel Action Forms
5. October 5, 2015 agenda items are:
 - a. Personnel Action Forms
6. Adjournment: Nancy moved to adjourn the meeting; Deb seconded the motion, and the committee voted 4-0 to adjourn at 7:50 p.m.

Minutes respectfully submitted on October 12, 2015, by Lin Vickery